

CITY OF MILPITAS
Effective: June 1985
Revised: May 2004
EEOC: Professional
FLSA: Non-exempt
Unit: Protech
Physical: 6

ASSOCIATE CIVIL ENGINEER

DEFINITION

To supervise and participate in the activities of major civil engineering work such as design, utility improvement, land development, building renovation and improvements, traffic engineering or construction management; to perform professional and technical engineering tasks and assignments relative to assigned area of responsibility; and to supervise, train and evaluate assigned technical and/or professional staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional engineering series. Positions in this class possess the applicable educational and training background required for the professional engineering series, including appropriate certificates and licenses in the field, as well as practical work experience.

The Associate Civil Engineer class is distinguished from the Assistant Civil Engineer by the responsibility assumed for supervising and overseeing a major engineering unit within the engineering division. Incumbents typically perform the more complex duties and tasks assigned to positions within the assigned unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management level positions in the engineering division.

Exercises general supervision over professional and/or technical engineering staff, and/or construction inspection staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited too, the following:

Supervise and participate in the operation of a work unit within the engineering division.

Perform professional and technical engineering tasks relative to assigned area of responsibility.

Prepare and supervise the preparation of engineering drawings and specifications for City Capital Improvement Projects.

EXAMPLES OF DUTIES

Administer the City's water and sewer Master Plan.

Review development plans for conformance with City design criteria; review proposed mitigation measures and make recommendations relative to their adequacy.

Evaluate and analyze fee structures and make recommendations for change as appropriate.

Oversee the preparation and/or review plans and specifications for public works projects, including sewer, water, and storm projects, above ground utility projects, building renovation improvement projects; street improvements, subdivision development.

Research project design requirements; perform calculations and prepare estimates of time and material costs.

Develop and maintain project schedules and budgets.

Prepare and update water and sewer capacity projections.

Prepare revenue projections; establish appropriate rates to cover expenses and costs.

Confer with contractors, consulting engineers, subdividers, construction inspectors, and members of the public relative to assigned area of responsibility.

Administer contracts with outside consultants as appropriate; review work and tasks performed; recommend and monitor billings.

Negotiate with users regarding late fees and payments.

Represent the City and serve as staff on various boards, commissions and committees relative to assigned area of responsibility.

Serve as Chair of the in-house Utility Coordinating Committee; prepare agenda and follow-up on issues raised and discussed.

Contract with, and manage, professional engineering consultants.

Manage public works construction projects from design through completion of construction.

Supervise, train and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of engineering and its administration.

Modern methods and techniques used in the design, construction and surveying of a variety of public works engineering projects, including street, sewer, traffic, building renovation, and storm drain projects.

Hydraulic and structural designs of street and highway drainage structures.

Applicable laws and regulatory codes relevant to design and construction in the areas of assignment.

Principles and practices of basic financial accounting.

Principles and techniques of supervision and training.

Ability to:

Make complex engineering computations and to check, design, and supervise the constructions of a variety of public works projects.

Administer contracts.

Prepare specifications and write technical reports.

Establish and maintain effective work relationships with City staff, developers, engineers, contractors, and the general public.

Coordinate and oversee the work of assigned staff.

Communicate effectively, orally and in writing.

Supervise and train professional and technical subordinates.

EXPERIENCE AND EDUCATION

Experience:

Three years of increasingly responsible and varied professional civil engineering experience including supervisory experience.

Education:

A Bachelor of Science degree from an accredited college or university in civil engineering.

License or Certificate

Possess and maintain throughout employment an appropriate, valid California Driver's License.

Registration as a professional civil engineer in the State of California.

Special Physical Requirements

Work is performed primarily in an office environment and at construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; and drive to various locations daily. Ability to work safely in a hard-hat construction zone is essential.

Approved by:

City Manager

Date